APPLYING FOR VOLUNTARY RETIREMENT

1 Become familiar with the "Retirement Timelines" (reverse side of this page), the enclosed brochures, pamphlets, and forms.

2 Complete these forms:

- Applicant Information Sheet
- Application for Retirement, SF-2801 if CSRS; SF-3107 if FERS
- Form W-4P
- Continuation of Life Insurance Coverage, SF-2818
- Designation of Beneficiary Form, SF-2823 (only if you choose to make a change)

Note: There are no forms to complete concerning your Federal Employee Health Benefits. If you are entitled to continue your health coverage into retirement, your coverage is automatically transferred to the Office of Personnel Management (OPM). You are eligible to continue your health insurance into retirement if you have been enrolled for the last five years or since your first opportunity to enroll.

3 Review forms for completeness and signatures.

4 Mail completed forms to the appropriate Benefits and Services Team (BeST) site at least 45 to 60 days prior to your retirement date. The mailing address in included on the reverse side of the letter you received with this package from Employee Connection.

? If you have questions, please:

- Read related chapters of the Employee Personnel Resource Guide, Doc 9669.
- Contact a Retirement Specialist by calling the Employee Resource Center (ERC) at 866-743-5748; TTY 866-924-3578 or email the ERC at erc@irs.gov. A service ticket will be issued and you will be contacted.
- Go to the ERC web site at http://erc.web.irs.gov for a variety of retirement related information.
- Go to the OPM web site at www.opm.gov and select "Retirement" from the Quick Index Menu.
- Go to the TSP web site www.opm.gov and select "TSP Features".

See reverse side for "Retirement Timelines"

VOLUNTARY RETIREMENT TIMELINES

Note: These timeframes are typical but WILL vary depending upon each employee's individual circumstances and timeliness of receipt of your application for retirement.

6- 8 weeks prior to retirement date

Mail completed forms to the appropriate Benefits and Services Team (BeST) site at least 45 to 60 days prior to your retirement date. The mailing address is included on the reverse side of the letter you received with this package from Employee Connection.

2 weeks prior to retirement date

Retirement Specialist mails Application for Retirement and related forms to the National Finance Center (NFC). The NFC will mail all of the forms within 30 days after your retirement date to the Office of Personnel Management (OPM).

2-3 weeks after retirement date

Receive final salary pay from IRS by normal payroll processing schedules. All allotments (e.g. union dues) terminate and do not transfer to OPM. If you have government indebtedness, your annual leave/final salary payment may be delayed.

4 weeks after retirement date

Submit TSP withdrawal forms directly to TSP service office if you are electing a TSP withdrawal at time of retirement.

5-7 weeks after retirement date

Receive lump sum annual leave payment. If you have government indebtedness, your annual leave/final salary payment may be delayed.

6-8 weeks after retirement date

OPM assigns a Civil Service Annuity (CSA) number and will place you in an interim pay status until your retirement application is adjudicated (finalized). Interim pay will generally be 60-80% of your actual (gross) annuity. Income taxes will be deducted. Insurance premiums will not be deducted but your coverage will continue if you are eligible.

12-16 weeks after retirement date

Begin receiving finalized monthly annuity. Deductions include health and life insurance (if applicable), survivor benefits (if elected), and income taxes as specified by W4-P. If underpaid while in interim pay status, OPM will issue you an adjustment check; if you are overpaid, the overpayment will be withheld from future regular annuity payments.

Voluntary Retirement Application Package Forms Requiring Action	**Helpful Hints**
Retirement Applicant Information Sheet	
CSRS: SF-2801, Application for Immediate Retirement FERS: SF-3107, Application for Immediate Retirement	• SECTION D – Annuity Election You must initial one of the choices even if you are not married. If your choice is electing less than the maximum survivor annuity, you must also complete SF-2801-2 and attachment or SF-3107-2, which requires a notary public. • SECTION H (SF-2801); SECTION I (SF-3107) – Applicant's Certification Be sure to sign and date your application. • ***Note: Do not complete SF-2801-1 or SF-3107-1, Certified Summary of Federal Service, and Schedule D, Agency Checklist of Immediate Retirement Procedures. You should mail with your completed retirement package; the Retirement Specialist assigned to your case will complete them.***
RI-38-128, Electronic Fund Transfer (EFT)	Complete this form only if you want a change from your current IRS EFT. If not completed, your annuity check will be direct deposited at same institution where your IRS check is now being deposited.
W-4P, Withholding Certificate for Pension or Annuity Payments	If you give OPM a Form W-4P, your annuity will be treated like wages for income tax purposes. If you do not make a choice, OPM will withhold as if you were married with three withholding allowances.
SF-2818, Continuation of Life Insurance Coverage as an Annuitant or Compensationer	You must complete at the time of retirement to elect the amount of life insurance coverage you wish to continue into retirement. You are eligible to continue your life insurance into retirement if you have been enrolled for the last five years or since your first opportunity to enroll. (Refer to RI 76-12 for current rates.)
SF-2823, Designation of Beneficiary	Complete if you want to make a change or if you are not satisfied with the order of precedence set by law. Refer to the *Designating Beneficiaries* Chapter of the EPRG.

Voluntary Retirement Application Package Forms Requiring Action	Helpful Hints
TSP 70, TSP Withdrawal Request	Mail your request to the TSP office (address on the back of the form) no earlier than 31 days after your retirement date.
TSP-3, TSP Designation of Beneficiary	Complete if you want to make a change or if you are not satisfied with the order of precedence set by law. Mail completed form to the TSP office. Refer to the *Designating Beneficiaries* Chapter of the EPRG for more information.

Forms and publications included in this Retirement Application package for information purposes:

- **FERS only:** Applying for Immediate Retirement Under FERS, SF-3113
- Federal Employees Group Life Insurance, RI 76-12
- TSP Annuities, TSPBK05
- TSP Change of Address for Separated Participants, TSP-9
- Unemployment Compensation, SF-8
- TSP Exception to Spousal Requirements, TSP 16
- Retiring Qs&As, Publication 1798
- Important Tax Information about payments from your TSP Account, TSP 536
- Tax Guide to U.S. Civil Service Retirement Benefits, Publication 721
- Important Tax Information about Your TSP Withdrawal and Required Minimum Distributions, TSP 775
- Withdrawing Your TSP Account After Leaving Federal Service, TSPBK02
- Life Events & Your Retirement & Insurance Benefits, RI 38-126

IRS
Department of the Treasury
Internal Revenue Service
publish.no.irs.gov
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